

Recreation Department
PO Box 2050
325 Farr Drive
Haileybury, Ontario P0J 1K0



Tel: 705-672-3363
Fax: 705-672-3200
www.temiskamingshores.ca

PERSONAL INFORMATION	
Name:	
Address:	
Town:	
Postal Code:	
Phone:	
Email:	

HALL RENTAL INFORMATION	
Organization Name:	
Hall Name:	
Date of Rental:	
Time of Rental:	
Type of Rental:	Alcohol ☐ No Alcohol ☐
Type of Event:	

Your rental only includes the above date(s) and time(s). If you need to access the hall before the above date(s) and time(s) it must be booked and paid for

CREDIT CARD AUTHORIZATION FORM	
Cardholder Name:	
Billing Address:	
Credit Card Type:	
Credit Card Number:	
Expiration Date:	
Amount:	\$200.00

I authorize the City of Temiskaming Shores to charge the agreed amount listed above to the credit card provided herein to pay for Damage Deposit for Rental (for daily rentals only).

HALL RENTAL POLICIES

Renter Policies

- 1.1 Full payment is required at the time of booking. The City of Temiskaming shores accepts cash, debit, cheque, Visa, Mastercard, and American Express for hall rental payments. Payments are done either online or in person at City Hall located at 325 Farr Drive in Haileybury.
- 1.2 A \$200.00 cleaning/damage/key deposit is required at the time of booking. The deposit should be in the form of a post-dated cheque or a credit card authorization for the date of the scheduled event. This deposit will be returned within 10 days after the rental date, less any extra cleaning, damage repairs, and/or replacement costs. Any damage incurred to the facility or grounds in excess of the deposit will be charged directly to the reserving party.
- 1.3 Keys are picked up from and to be returned to either the Pool Fitness Center located at 77 Wellington Street S. in New Liskeard or City Hall located at 325 Farr Drive in Haileybury. All keys must be returned within forty-eight (48) hours after the event.
- 1.4 The City of Temiskaming Shores must receive written notice of any cancellations. A written notice of cancellation received sixty (60) days prior to the scheduled event will receive a full refund of the rental fee less \$50.00 non-refundable administrative fee. A written notice of cancellation received thirty (30) days prior to the scheduled event will receive a 50% refund less a \$50.00 non-refundable administrative fee. Notice given after that will receive no refund of the rental fee.
- 1.5 Rescheduling is permitted for all municipal halls, except for Riverside Place, Friday through Sunday. Rescheduling refers to the same hall at a date within two (2) months of the original rental date. Rescheduling to another hall constitutes cancellation. A minimum of two (2) weeks' notice is required for a rescheduling request. An administrative fee of \$50.00 plus HST will be applied to all re-scheduled hall rentals.
- 1.6 It is the renter's responsibility to supply tablecloths, dishes, and to set-up tables and chairs. The renter is also responsible for putting up and taking down any decorations. The dishes at Riverside Place are available for rent at an additional cost of \$120.00 dollars plus HST.
- 1.7 Set-up is available for a fee of \$123.55 plus HST. If the renter pays the set-up fee, the setup floor plan must be received at least three (3) weeks before the event. If the set-up fee is not paid, then the renter is responsible for their own set-up.
- 1.8 Access to rented facilities will coincide with the time indicated on the invoice. Key fobs are programmed to match the renters booked time at the facility they have rented. For Riverside Place, when the Farmer's Market has booked a Saturday market, access to the facility will be from 1:30pm on the day of the rental. Items cannot be stored in any of the rental facilities (hall, kitchen, bar, or coat check) prior to the rental date. The renter must vacate the premises on the same night of the function. The bar must close by 2:00 am.
- 1.9 It is the renter's responsibility to provide proof of the liquor license and five-million-dollar (\$5 000 000) liability insurance, naming the City of Temiskaming Shores as co-insured before the rental. Insurance must cover the entire period of the hall rental and can be purchased from the City of Temiskaming Shores.

HALL RENTAL POLICIES

- 1.10 The renter must sign and return a copy of Appendix 05 of the Municipal Alcohol Policy.
- 1.11 The Accountability Sign (Appendix 06 of the Municipal Alcohol Policy) must be posted in the rental hall.
- 1.12 If the event is open to the public, the food provider must be professionally recognized and inspected by the Temiskaming Health Unit. Otherwise, you will be required to obtain and show proof of a "Special Food Event Permit." Special Food event Permits may be obtained from the Timiskaming Health Unit at 705-647-4305 or at timiskaminghu.com.
- 1.13 SOCAN (Society of Composers, Authors, and Music Publishers of Canada) / RE:SOUND requires that the users of music obtain SOCAN/RE:SOUND licenses to perform, or authorize others to perform, copyright music in public. Entandem was created by SOCAN and RE:SOUND as a single point of contact for people to obtain copyright music licenses for events. To ensure that the appropriate licenses are in place, it is the policy of the City of Temiskaming Shores to collect and remit the required license fees to Entandem. If you are holding a public gathering (wedding, meeting, presentation etc.) and any music is being played (including background music and music being played from streaming services), then the fees are as follows: without dancing is \$45.02 plus HST and with dancing is \$90.12 plus HST. Please note that these amounts will be added to your rental fee. For more information visit entandemlicensing.com
- 1.14 The applicant agrees that the premises have been inspected and the applicant hereby accepts the premises as being in proper condition and hereby undertakes to indemnify and save harmless the City of Temiskaming Shores from all claims for damage whatsoever arising out of the applicant's use of the premises during the function.
- 1.15 The kitchen is to be cleaned by the caterers. In the event of no caterers for the event, the kitchen must be cleaned by the renter. Please refer to the caterer policies in section 3.
- 1.16 Any beer and liquor must be picked up at the end of the night. The bar area must be cleaned by the renter.
- 1.17 All the tables must be cleaned, wiped off, and put back in the appropriate identified storage locations. Do not drag any tables across the floor.
- 1.18 All chairs must be wiped and stored in stacks of ten (10) in the appropriate identified storage location only. Do not drag any chairs across the floor. Please use the chair cart that has been provided.
- 1.19 Floors must be spot cleaned and swept. All garbage must be put inside at the back exit door for pickup. All light switches must be turned off at the end of the night. All doors must be locked before leaving the hall including the side exit doors.
- 1.20 Riverside Place - All doors must be locked before leaving the hall including the side exit doors and garage doors. Front Doors - turn the power switch off on the front sliding door, located on the top left inside corner of the door, then lock the thumb latch on the inside of the door. Proceed out the rear exit door, located to the right of the kitchen, ensuring it is locked and secure.

HALL RENTAL POLICIES

- 1.21 The renter is responsible for the adherence to the renter, caterer, bartender, and decoration policies (as well as the posted kitchen and bar requirements) by the renter, caterer, bartender, decorator, and/or any other parties involved with the function.
- 1.22 If there are any problems during the event you may contact the Waterfront Pool Fitness Centre (705) 647-5709 or the Rec Staff Phone (705) 648-3806.
- 1.23 Smoke machines are prohibited from use in any municipal facility.
- 1.24 The City of Temiskaming Shores non-smoking bylaws must be followed.
- 1.25 If the Fire Department and/or the OPP are required to attend the event then the \$200.00 damage deposit will be withheld.
- 1.26 The City of Temiskaming Shores is not responsible for any stolen or lost articles.
- 1.27 The City of Temiskaming Shores will not be held liable for unforeseen circumstances.

Decoration Policies

- 2.1 Open flames and fireworks are not permitted. Open candles are not permitted, unless protected by a globe.
- 2.2 All fire restrictions must be followed.
- 2.3 Decorations that may cause damage to finishes/surfaces are prohibited. Pins, tacks, tape or adhesives that cause damage to walls are not permitted.
- 2.4 Rice and confetti are not permitted.
- 2.5 All decorations must be taken down and removed on the same day as the rental. Decorative ceilings may be left up but the decorator must receive approval from the Recreation Department.
- 2.6 The City of Temiskaming Shores will not be held responsible for any items/decorations that have been left after the rental date.

Caterer Policies

- 3.1 All counter tops, sinks, stove tops, fridges, ovens, coffee makers, and cupboard doors must be thoroughly cleaned. Appliances must be turned off.
- 3.2 Floors must be spot cleaned and swept. All garbage must be picked up and stored outside of building. It is the caterer's responsibility to provide cleaning supplies i.e. dish soap, oven cleaner, dishcloths, and towels. If there is no caterer, it is the renter's responsibility.
- 3.3 Kitchens must be cleaned out immediately following the event. The City of Temiskaming Shores will not be held responsible for items left after the event.

HALL RENTAL POLICIES

- 3.4 As mandated by the fire code, deep fat frying is not permitted in any hall facility.
- 3.5 The kitchen is not for commercial use.

Bartender Policies

- 4.1 All bartenders must adhere to the City of Temiskaming Shores Municipal Alcohol Policy.
- 4.2 It is the bartenders/renters responsibility to provide cups and bar supplies.
- 4.3 Ice is not to be stored in refrigerators. It must be kept in freezer compartments.
- 4.4 All counter tops including fountain pop table, sinks, fridges, and cupboard doors are to be thoroughly cleaned. Cleaning supplies are the responsibility of the bartenders.
- 4.5 All tables are to be cleared off and wiped clean. Excess liquor and refreshments are to be emptied before disposing them in the garbage.
- 4.6 All unused liquor, beer, and empties to be removed immediately after the function. The City of Temiskaming Shores will not be held responsible for any shortages or loss of these items.

Failure to adhere to any of the above policies, procedures, or responsibilities may result in the withholding of the damage deposit

HALL RENTAL POLICIES

The applicant hereby:

- Saves harmless and completely indemnifies the City of Temiskaming Shores for any liability whatsoever arising as a result of the applicant's rental of any city facilities and the use of said facilities by the applicant.
- Acknowledges receipt of hall rental policies and agrees to abide by all conditions contained therein.
- Acknowledges that they have read the Fire Safety Plan and agrees to abide by all conditions contained therein.
- Acknowledges that they have read the Municipal Alcohol Policy and agrees to abide by all conditions contained therein.

In witness whereof the Parties have executed this agreement on the date herein-before set forth.

This Organization/Applicant accepts the City of Temiskaming Shores Recreation Department's Rules, Regulations, and Rental Rates and admits responsibility for damage to City property and or/injures to any person or persons arising from our occupancy of this facility.

Rules and Regulations of the Department, as set forth on the attached sheets, have been noted. We recognize the Department's right to cancel or revise a booking at any time. We understand that the department will not be held liable for unforeseen circumstances.

Completed contract must be returned to:

City of Temiskaming Shores
P.O. Box 2050
Haileybury, ON P0J 1K0

Name of City of Temiskaming Shores Signing Authority

Signature

Name of Applicant with Signing Authority

Signature

Date

FIRE SAFETY PLAN

Fire Safety Plan **The City of Temiskaming Shores Facilities**

General Responsibilities for Facility Renters

- 1.1 Keep the doors to stairways closed at all times.
- 1.2 Keep stairways, landings, hallways, passageways, and exits clear of any obstructions at all times.
- 1.3 Do not permit combustible materials to accumulate in any part of a stairway, fire escape, elevator shaft, ventilation shaft, or any other means of egress.
- 1.4 Keep access roadways, fire routes, and Fire Department connections clear and accessible at all times.
- 1.5 Maintain clear access to fire hose cabinets, portable extinguishers, and other fire protection equipment.
- 1.6 Ensure that fire protection equipment is not used for any other purpose than what it was designed for.
- 1.7 Smoking is prohibited
- 1.8 Open candles are not permitted, unless protected by a globe

Fire Emergency Procedures for Facility Renters

- 2.1 In the event of a fire, sound judgment is necessary in deciding which action is appropriate in any given situation.
- 2.2 The safety of occupants must always be the primary motive for any action.

The supervisory staff or facility renter is responsible for the following actions in the event of fire:
Upon discovery of smoke or fire:

- 2.3 Alert occupants and leave the fire area.
- 2.4 Close all doors behind you. Yell "Fire".
- 2.5 Activate the fire alarm system, use a pull station.
- 2.6 Verify the fire department has been notified by phoning 911.
- 2.7 Attempt to extinguish the fire if the fire is a size that can be safely extinguished by the use of a portable fire extinguisher, only if you have been trained in the proper use of portable fire extinguishers.

FIRE SAFETY PLAN

- 2.8 Proceed to the main entrance and when firefighters arrive identify yourself, inform the Fire Officer regarding conditions in the building, any occupants that may require assistance, and co-ordinate the efforts of supervisor staff with those of the fire department.
- 2.9 Provide firefighters access, vital information, and emergency keys (copy of Fire Safety Plan to be available).
- 2.10 Ensure the fire alarm is not silenced or reset until the Fire Department Officer-In-Charge has given the "all clear".

Fire Alarm Procedures

The supervisory staff or facility renter is responsible for the following actions in the event of a fire alarm:

Upon hearing the fire alarm:

- 3.1 Perform a visual check of the building to try and determine if a fire emergency exists and the source of the alarm (i.e. pull station).
- 3.2 Coordinate fire safety procedures as required.
- 3.3 Inform the fire department if a fire exists or if the alarm is false by phoning 911.
- 3.4 After the cause of the alarm activation has been determined, supervisory staff may silence the alarm if it is an obvious false alarm (i.e. pull station). If it is determined that there may be a "fault" or problem in the system, then the recreation department must be contacted to determine what actions are to be taken.
- 3.5 Proceed to the main entrance and when firefighters arrive identify yourself, inform the Fire Officer regarding conditions in the building and co-ordinate the efforts of supervisor staff with those of the fire department.
- 3.6 Provide firefighters access, vital information and emergency keys (copy of Fire Safety Plan to be available).
- 3.7 Upon verification made by the fire department that the alarm is an obvious false alarm, the alarm may be reset.

Before the Fire Alarm Sounds:

- 3.8 Know the location of all emergency equipment and exits. Review the posted "Fire Emergency Procedures". Plan your evacuation in advance. Check out all alternate escape routes.

When the Fire Alarm Sounds:

- 3.9 Follow the posted "Fire Emergency Procedures" for the building that you are in.

Do Not Attempt to Extinguish the Fire Unless:

FIRE SAFETY PLAN

- 3.10 The alarm has been sounded.
- 3.11 You have received fire extinguisher training.
- 3.12 A safe escape route is available and can be maintained.
- 3.13 The fire is small, contained and manageable.
- 3.14 The proper type of extinguisher for the fire is available.
- 3.15 The fire department is notified automatically by the fire alarm monitoring agency so when the alarm sounds Supervisor Staff or the Person In Charge must still call 911 and confirm the Fire Department is responding.
- 3.16 If you are in a closed room and hear the fire alarm, feel the door and door hardware for heat prior to opening the door. If it is not hot, brace yourself against the door and open it slightly. If you feel pressure or a hot draft, close the door quickly and signal at the window and await instruction. If you find no fire or smoke in the corridor, close the door behind you and leave by the nearest exit.
- 3.17 It is the responsibility of the Supervisory Staff on duty or the Person In Charge to meet the fire department and provide access (i.e. Master keys for service and storage rooms, etc.) and information on persons who require special assistance.

After The Alarm Sounds:

- 3.18 Remain at the designated meeting place until instructed to leave. Do not return to the building in which the alarm occurred until it is declared safe to do so by the Officer-In-Charge of the Fire Department.